



Town of Arlington, MA Redevelopment Board

Agenda & Meeting Notice February 26, 2024

Per Board Rules and Regulations, public comments will be accepted during the public comment periods designated on the agenda. Written comments may be provided by email to cricker@town.arlington.ma.us by Monday, February 26, 2024, at 3:00 pm. The Board requests that correspondence that includes visual information should be provided by Friday, February 23, 2024, at 12:00 pm.

The Arlington Redevelopment Board will meet Monday, February 26, 2024 at 7:30 PM in the **Arlington Community Center, Main Hall, 27 Maple Street, Arlington, MA 02476**

1. Review Meeting Minutes

7:30 pm The Board will review and vote to approve meeting minutes.

2. Public Hearing: Warrant Articles for 2024 Annual Town Meeting

7:35 pm The Board will hear the proposed zoning amendments. The public hearing will include time both for public comment and for deliberation and discussion by the Board.

ARTICLE 25

ZONING BYLAW AMENDMENT / BUILDING DEFINITIONS

To see if the Town will vote to amend Section 2: Definitions, in the Zoning Bylaw to amend the definitions of Building, Attached, and Building, Detached, to clear up an ambiguity between those two definitions; or take any action related thereto.

ARTICLE 26

ZONING BYLAW AMENDMENT / ADMINISTRATIVE CLARIFICATION

To see if the Town will vote to amend Section 5.4.2.A. R District Yard and Open Space Requirements in the Zoning Bylaw to reference an exception found elsewhere in the Zoning Bylaw; or take any action related thereto.

ARTICLE 27

ZONING BYLAW AMENDMENT / ADMINISTRATIVE CORRECTION

To see if the Town will vote to amend Section 5.9.2. Accessory Dwelling Units for clarity to change how subsections are numbered and to remove a subsection that is outdated; or take any action related thereto.

ARTICLE 28

ZONING BYLAW AMENDMENT / DELETE INLAND WETLAND OVERLAY DISTRICT

To see if the Town will vote to delete Section 5.8, Inland Wetland Overlay District, from the Zoning Bylaw and adjust the numbering of subsequent sections; or take any action related thereto.

ARTICLE 29

ZONING BYLAW AMENDMENT / REDUCED HEIGHT BUFFER

To see if the Town will vote to amend Section 5.3.19. Reduced Height Buffer Area in the Zoning Bylaw to alter the height buffer requirements; or take any action related thereto.

3. Site Plan Review Application Draft

9:05 pm The Board will discuss the proposed draft Site Plan Review application.

4. Open Forum

9:35 pm Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made the night of the presentation. There is a three-minute time limit to present a concern or request.

5. New Business

9:50 pm

6. Adjourn

10:00 pm (Estimated)



Town of Arlington, Massachusetts

Review Meeting Minutes

Summary:

7:30 pm The Board will review and vote to approve meeting minutes.

ATTACHMENTS:

| Type | File Name | Description |
|----------------------|--|--|
| ▢ Reference Material | 02052024_DRAFT_AMENDED_Minutes_Redevelopment_Board.pdf | 02052024 DRAFT AMENDED Minutes Redevelopment Board |

Arlington Redevelopment Board
Monday, February 5, 2024, at 7:30 PM
Community Center, Main Hall
27 Maple Street, Arlington, MA 02476
Meeting Minutes

This meeting was recorded by ACMI.

PRESENT: Rachel Zsembery (Chair), Eugene Benson, Shaina Korman-Houston, Kin Lau, Stephen Revilak

STAFF: Claire Ricker, Director of Planning and Community Development; Sarah Suarez, Assistant Director of Planning and Community Development

The Chair called the meeting of the Board to order.

The Chair opened with **Agenda Item 1 – Review Meeting Minutes.**

January 8, 2024 – Mr. Benson made one grammatical correction. The Chair requested a motion to approve the January 8 minutes as amended. Mr. Lau so moved, Mr. Benson seconded, and the Board voted unanimously in favor.

January 22, 2024 – The Board had no comments on the minutes. The Chair requested a motion to approve the January 22 minutes. Mr. Lau so moved, Mr. Benson seconded, and the Board voted unanimously in favor.

The Chair moved to **Agenda Item 2 – Master Plan Implementation Committee.**

Ms. Ricker said that the Board is beginning a new Master Plan process, and a kickoff webinar is scheduled for Thursday, February 29, 2024, at 6:00 pm, to explain the process and solicit volunteers for a new Master Plan Advisory Committee. The application process will open around March 1, 2024.

The current Master Plan Implementation Committee (MPIC), established in 2015, grew out of the Master Plan Advisory Committee, established in 2012, to guide the process of creating a Master Plan, and it is now time to disband that committee. The MPIC members have been notified, and the Board needs to vote to disband the committee. Mr. Lau moved to disband the MPIC in advance of the Master Plan update process. Mr. Benson seconded, and the Board voted unanimously in favor.

The Chair moved to **Agenda Item 3 – Board Rules and Regulations.**

Ms. Ricker explained that Mr. Benson drafted new wording for Rule 18 of the Board Rules and Regulations. As currently worded, Rule 18 creates some confusion about what circumstances allow for administrative approval of signs, and the proposed new wording provides clarification. Mr. Benson said that the proposed language allows for administrative approval by DPCD staff of signs that meet the zoning requirements, and requires DPCD to refer sign applications to the Board if the sign is so unique, in such a prominent or important location, or has such an effect on its surroundings that review by the Board would be warranted.

Mr. Lau noted that signage currently falls under zoning and is therefore enforced by the Inspectional Services Department (ISD). He asked if it would be possible to move signage out of zoning so that the Town Manager could hire someone specifically for signage enforcement, so that it would not fall on ISD, which is very busy. Because of ISD's workload, signage enforcement is not a priority, and as a result, the Board's decisions relating to signs are often not implemented. Mr. Benson replied that his understanding is that the Board could file a warrant article to remove all signage requirements from the Zoning Bylaw and put them in the general Town Bylaws. If that happened, the Board would no longer be at all involved in approving signage, and DPCD would probably also no longer have a role. He thinks that it would be preferable to talk to Mike Ciampa, ISD Director, or the Town Manager about getting enough money in the budget for ISD to hire a part-time employee to focus specifically on sign enforcement. The Chair noted that she and Ms. Ricker had at one point talked about a joint position shared between DPCD and ISD who could review signage compliance and perhaps other compliance issues. She asked if that issue could be revisited as the FY2025 budget goes

Town Meeting. She noted that issues such as signage, the maintenance of building facades, and vacant storefronts are important to the vitality of the business districts, but those issues are often not priorities for ISD. Ms. Ricker said that budget concerns have made it difficult to talk about creating new positions, but she thinks that it is a good idea and will continue to advocate for it with the Town Manager. The Chair noted that ensuring that all the proper permit fees are paid would bring in more income for the Town.

The Chair said that the Board needs to advertise a vote to approve the amendment to Rule 18 of the Rules and Regulations at their next meeting. Mr. Benson said that they would also need to advertise a vote on Rule 20, which they discussed at a previous meeting. He would like to make a further change to Rule 20, adding as a reason to reject a Site Plan Review an incomplete or inaccurate application that the applicant has not corrected upon request. The other Board members agreed. The Chair said that the Board would vote on both changes to the Rules and Regulations at their next meeting.

The Chair moved to **Agenda Item 4 – Design Guidelines.**

Ms. Ricker noted that the Board and DPCD have wanted to update Arlington’s commercial design standards, specifically as they relate to Mass Ave and Broadway. She found a 2015 document – Design Standards for the Town of Arlington – which she thinks is a useful place to start.

Mr. Revilak noted that 2015 was the year the Town adopted the current Master Plan and the year before the incorporation of mixed-use development into the bylaw. Many elements of the 2015 standards are now in the bylaws so don’t need to be included in a new set of design standards.

Mr. Benson noted that the 2015 Design Standards made some recommendations that the Board and the Town opted not to include as requirements in the zoning bylaw, but a developer could still opt to include them, such as both front and side step-backs on upper floors. He likes that the Design Standards don’t dictate any particular style, but he thinks that it would be better to be more explicit about some things. Much of the 2015 Design Standards is still useful and just needs to be updated. He thinks that an updated version should reference the parts of the zoning bylaw that deal with the various issues included.

Ms. Korman-Houston also thinks that the Design Standards and the Zoning Bylaw should be better integrated. She would like to see a set of Design Standards that would allow a developer who does their due diligence to come before the Board with a proposal that they can feel confident will get approved in a timely manner.

Mr. Lau noted that each section of the 2015 Design Standards includes what is encouraged and discouraged, and he would like to add information about bonuses, clarifying what they are, how they can be used, and why they exist. He is excited about the opportunity to update this work. Mr. Benson noted that the Design Standards need to be updated to agree with the Zoning Bylaw about what bonuses are and aren’t allowed.

Mr. Lau said that the level of detail this work will require can’t really be done at regular Board meetings, and he asked if the Board would create a committee to get into the details. The Chair said that some money to hire a consultant is available. She also asked Ms. Ricker whether the 2015 Design Standards exist as editable files which could be shared with a new consultant; Ms. Ricker replied that she would find out.

The Chair said that new Design Standards are the Board’s opportunity to be more explicit about what they would like to see in more specific ways than they have wanted to put in the bylaws. They can include details about materials, articulation, cornice lines, sign bands, etc., including examples of what the Board will and will not approve. That sort of specificity will hopefully make the process of approving designs more streamlined.

The Chair also noted that the Town’s green building provisions have come a long way in the last several years, and the new Design Standards could include ideas of what the Board would like to see in terms of environmental elements beyond solar panels.

Mr. Benson said that the new Design Standards should reference other Town documents about standards, such as the Town’s guidelines on bicycle parking, planting of native species, etc.

Mr. Revilak said that the Town has a set of design guidelines for single- and two-family homes, which have been beneficial to share with builders and developers. He thinks that a set of commercial design guidelines would also be helpful. The Chair pointed out that the Board also needs to address questions about multi-family design guidelines. Some multi-family development will be mixed-use, which could be included in commercial design guidelines, but some will not. The Board needs to decide if the new Design Standards they are working on will include guidelines for multi-family residential development, particularly if it is on Mass Ave or Broadway, or if purely residential design guidelines should be part of a different set of standards. Mr. Benson noted that the Town currently does not have residential design guidelines except for single- and two-family. Ms. Korman-Houston noted that the Board could create Commercial Corridor Design Standards, which could incorporate commercial, mixed-use, and multi-family residential development along Mass Ave and Broadway.

The Chair asked Ms. Ricker about the timeline. Ms. Ricker replied that DPCD could create an RFP for a consultant to work on this project within the next month or two, to go out after Town Meeting, in May or June.

The Chair moved to **Agenda Item 5 – 882-892 Massachusetts Avenue.**

Ms. Ricker said that she has been in regular contact with the developer about this project. He sent her photos of the paint they intend to use; she will ask him for a written description of the specs of the paint. The developer has also asked Ms. Ricker to tell him what louvers to use; she said that it is the developer's responsibility to determine that, but they must submit a sample of a replacement louver. She said that the Board has also received correspondence about this project as it relates to the affordable units. The regulatory agreement has gone back and forth between EOHLC and the Town at least once. It was sent to EOHLC on January 25, 2024, and they will send it to the developer, who will sign it and then file the deed restriction.

The same developer reached out to Ms. Ricker about 455 Mass Ave; he wanted to ensure that the Board is satisfied and that there are no discrepancies between the renderings that the Board approved and the construction documents. DPCD staff are comparing the renderings and the construction documents; if they find discrepancies, they will refer them to the Board.

The Chair moved to **Agenda Item 6 – Open Forum.**

- Wynelle Evans, 20 Orchard Place – She looked at the most current site plans of 190 Mass Ave and 455 Mass Ave. Of the units designated as affordable at 190 Mass Ave, none of them meet EOHLC requirements for square footage. Of the units designated as affordable at 455 Mass Ave, one does not meet EOHLC requirements. Some of those units already have tenants, so what will happen if EOHLC does not approve the under-sized units? What kinds of steps might the Board take to get these units into compliance?

Ms. Ricker has been in contact with the Town Manager and ISD about this issue. She said that EOHLC is unlikely to grant waivers in the future, and she is working closely with the developers to make sure that the issues that arose with 882 Mass Ave don't arise on future projects.

Ms. Evans asked what will happen to the tenants if EOHLC does not sign the regulatory agreement. Ms. Ricker said that she does not know what will happen, but she believes that EOHLC will sign the agreement.

Ms. Evans said that she is supportive of the revision of the Commercial Corridor guidelines, but she wants to make sure that multi-family developments not on a major corridor are also included.

The Chair moved to **Agenda Item 7 – New Business.**

Seeing no new business, the Chair asked for a motion to adjourn. Mr. Lau so moved, and Mr. Benson seconded. The Board voted and approved unanimously.

Meeting **Adjourned at 8:15 pm.**



Town of Arlington, Massachusetts

Public Hearing: Warrant Articles for 2024 Annual Town Meeting

Summary:

7:35 pm

The Board will hear the proposed zoning amendments. The public hearing will include time both for public comment and for deliberation and discussion by the Board.

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ATTACHMENTS:

| Type | File Name | Description |
|----------------------|---|---|
| ▢ Reference Material | DRAFT_ATM_2024_Zoning_Bylaw_Amendments_02-14-2024.pdf | DRAFT ATM 2024 Zoning Bylaw Amendments 02-14-2024 |



Town of Arlington

ARLINGTON REDEVELOPMENT BOARD

**2024 Annual Town Meeting
DRAFT Zoning Bylaw Amendments**

as of February 14, 2024

Introduction and Overview

The Arlington Redevelopment Board (ARB) is the Town's Planning Board, under M.G.L. Chapter 41 § 81. There are five members of the Board. Four are appointed by the Town Manager and the fifth is a gubernatorial designee appointed by the Massachusetts Department of Housing and Community Development. The Board serves as the Town's special permit granting authority for projects which require an Environmental Design Review (EDR) as identified in the Zoning Bylaw. The ARB is also the Town's Urban Renewal Authority under M.G.L. Chapter 121; with Town Meeting approval, the Board may hold property to improve and rehabilitate them to meet community development goals.

The members of the ARB are as follows:

Rachael Zsembery, Chair (term through 6/30/2026)
Kin Lau, Vice Chair (term through 1/31/2027)
Eugene Benson (term through 1/31/2026)
Shaina Korman-Houston (term through 1/31/2026)
Stephen Revilak (term through 9/22/2028)

Claire Ricker, AICP, Director of the Department of Planning and Community Development, serves as Secretary Ex-Officio to the ARB.

In accordance with the provisions of the Town of Arlington, Massachusetts Zoning Bylaw and Massachusetts General Laws Chapter 40A, a public hearing will be held by the Arlington Redevelopment Board (ARB) on:

1. **Monday, February 26, 2024**, beginning at 7:30 PM, to hear Articles 25 through 29, in the Arlington Community Center, Main Room, 27 Maple Street, Arlington, MA.
2. **Monday, March 4, 2024**, beginning at 7:30 PM, to hear Articles 30 through 34, in the Arlington Community Center, Main Room, 27 Maple Street, Arlington, MA.
3. **Monday, March 18, 2024**, beginning at 7:30 PM, to deliberate and vote on Articles 25 through 34, in the Arlington Community Center, Main Room, 27 Maple Street, Arlington, MA.

The articles are presented in the order in which they will appear in the Warrant for Annual Town Meeting and as shown in the meeting details above. The ARB will hear public comments on the proposed amendments to the Zoning Bylaw. After receiving public comments, the ARB will make recommendations on the proposed amendments for Annual Town Meeting, which will begin on Wednesday, April 24, 2024.

The draft language of the proposed amendments to the Zoning Bylaw may be viewed at the front counter of the Department of Planning and Community Development at 730 Massachusetts Avenue, at the main desk of the Robbins Library at 700 Massachusetts Avenue, or viewed and downloaded from the Redevelopment Board webpage of the Town's website at www.arlingtonma.gov/arb.

Contact Claire Ricker, Director of Planning and Community Development, at 781-316-3092 or cricker@town.arlington.ma.us with any questions or comments.

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Summary of Recommended Votes of the Redevelopment Board

This page is reserved for a listing of all final votes taken by the Board.

ARTICLE 25: BUILDING DEFINITIONS

Additions to the Zoning Bylaw shown in underline format. Deletions shown in ~~strikeout format~~.

ARTICLE 25

ZONING BYLAW AMENDMENT / BUILDING DEFINITIONS

To see if the Town will vote to amend Section 2: Definitions, in the Zoning Bylaw to amend the definitions of Building, Attached, and Building, Detached, to clear up an ambiguity between those two definitions; or take any action related thereto.

(Inserted at the request of the Redevelopment Board)

DRAFT AMENDMENT

Amend SECTION 2, Definitions, as follows:

Building, Attached: A building having one or more walls or roofs in common with another adjoining building or buildings or otherwise connected by a roof to another building or buildings.

Building, Detached: A building ~~with no physical connection to another building~~ that does not meet the definition of Building, Attached.

ARTICLE 26: ADMINISTRATIVE CLARIFICATION

Additions to the Zoning Bylaw shown in underline format. Deletions shown in ~~strikeout format~~.

ARTICLE 26 ZONING BYLAW AMENDMENT / ADMINISTRATIVE CLARIFICATION

To see if the Town will vote to amend Section 5.4.2.A. R District Yard and Open Space Requirements in the Zoning Bylaw to reference an exception found elsewhere in the Zoning Bylaw; or take any action related thereto.

(Inserted at the request of the Redevelopment Board)

DRAFT AMENDMENT

Amend SECTION 5.4.2.A. R District Yard and Open Space Requirements, as follows:

R District Yard and Open Space Requirements (see 5.4.2.~~B~~.B and 5.9.2.B.(1) e) for exceptions).

ARTICLE 27:

ADMINISTRATIVE CORRECTION

Additions to the Zoning Bylaw shown in underline format. Deletions shown in ~~strikeout format~~.

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ZONING BYLAW AMENDMENT / ADMINISTRATIVE CORRECTION

To see if the Town will vote to amend Section 5.9.2. Accessory Dwelling Units for clarity to change how subsections are numbered and to remove a subsection that is outdated; or take any action related thereto.

(Inserted at the request of the Redevelopment Board)

DRAFT AMENDMENT

Amend Section 5.9.2. Accessory Dwelling Units, Subsection B. (1), to replace bullets with letters as follows:

B. Requirements

(1) In any Residential District or Business District, an accessory dwelling unit is permitted as an accessory use to any single-family dwelling, two-family dwelling, or duplex dwelling, if all of the following conditions are met:

- a) An accessory dwelling unit shall be not larger in floor area than one-half the floor area of the principal dwelling or 900 square feet, whichever is smaller. For the avoidance of doubt, where an accessory dwelling unit is created by converting a portion of an existing principal dwelling to an accessory dwelling unit, the floor area of the resulting accessory dwelling unit shall be measured relative to the floor area of the resulting principal dwelling (as affected by or in connection with the conversion).
- b) Any alteration causing an expansion of or addition to a building in connection with an accessory dwelling unit shall be subject to the provisions of Section 5.4.2.B(6) if and to extent section 5.4.2.B(6) is otherwise applicable to such alteration or addition.
- c) An accessory dwelling unit shall maintain a separate entrance, either directly from the outside or through an entry hall or corridor shared with the principal dwelling, sufficient to meet the requirements of the State Building Code for safe egress.
- d) No more than one (1) accessory dwelling unit is allowed per principal dwelling unit.
- e) An accessory dwelling unit may be located in (i) the same building as the principal dwelling unit or as an expansion to such building; (ii) a building that is attached to the principal dwelling unit; or (iii) an accessory building, which accessory building shall not constitute a principal or main building by the incorporation of the accessory dwelling unit, provided that if such accessory building is located within 6 feet of a lot line then such accessory dwelling unit shall be allowed only if the Board of Appeals, acting pursuant to Section 3.3, grants a special permit upon its finding that the creation of such accessory dwelling unit is not substantially more detrimental to the neighborhood than the use of such accessory building as a private garage or other allowed use.

- f) An accessory dwelling unit shall not be used as a short-term rental, in accordance with Title V, Article 18, Section 3 of the By-Laws of the Town of Arlington.
- g) An accessory dwelling unit shall be subject to all applicable requirements of the State Building Code and State Fire Code (including any such requirements, if and as applicable, which prohibit openings, including windows, in exterior walls of dwellings located within a certain distance from the property line).

Amend Section 5.9.2, Accessory Dwelling Units, Subsection C., to delete subsection (3) and to renumber subsection (4) as subsection (3) as follows:

C. Administration

...

- ~~(3) — This Section 5.9.2 shall be effective as of the date on which it is enacted at Town Meeting in accordance with applicable law, except for clause (iii) of Section 5.9.2.B.(1), fifth bullet, which clause (iii) shall be effective as of the date occurring six (6) months after the date on which this Section 5.9.2 is enacted at Town Meeting.~~
- ~~(4)~~ (3) In the event of any conflict or inconsistency between the provisions of this Section 5.9.2 or Section 8.1.3.E, on the one hand, and any other provisions of this Bylaw, the provisions of this Section 5.9.2 and Section 8.1.3.E shall govern and control.

ARTICLE 28:

DELETE INLAND WETLAND OVERLAY DISTRICT

Additions to the Zoning Bylaw shown in underline format. Deletions shown in ~~strikeout format~~.

ARTICLE 28 ZONING BYLAW AMENDMENT / DELETE INLAND WETLAND OVERLAY DISTRICT

To see if the Town will vote to delete Section 5.8, Inland Wetland Overlay District, from the Zoning Bylaw and adjust the numbering of subsequent sections; or take any action related thereto.

(Inserted at the request of the Redevelopment Board)

DRAFT AMENDMENT

Delete SECTION 5.8, Inland Wetland District, as follows:

~~5.8 INLAND WETLAND DISTRICT~~

~~5.8.1. Purpose~~

The purpose of Section 5.8 is to:

- ~~A. Preserve and protect the streams, water bodies, and other watercourses, including wetlands, in the Town of Arlington.~~
- ~~B. Protect the health and safety of persons and property against the hazards of flooding and contamination.~~
- ~~C. Preserve and maintain the groundwater table for potential water supply purposes.~~
- ~~D. Protect the community against the detrimental use and development of lands adjoining such watercourses.~~
- ~~E. Conserve the watershed areas in Arlington for the health, safety, and welfare of the public.~~

~~5.8.2. Definition~~

The Inland Wetland District is superimposed over any other district established by this Bylaw and includes the following areas:

- ~~A. All lands within the elevations shown on the Wetland and Floodplain Overlay Map of the Zoning Map and designated as wetlands as defined by the Massachusetts Wetlands Protection Act, G.L. c.131 §40, and the implementing regulations, 310 CMR 10.00, as well as the Town of Arlington Bylaw for Wetlands Protection (Title V, Article 8), and the Wetland Protection Regulations (Regulations) promulgated thereunder. These include lakes, ponds and swamps.~~
- ~~B. All land area along all perennial rivers, brooks, and streams as defined by the Massachusetts Wetlands Protection Act, G.L. c.131 §40, and the implementing regulations, 310 CMR 10.00, as well as the Town of Arlington Bylaw for Wetlands Protection (Title V, Article 8), and the Wetland Protection Regulations (Regulations) promulgated thereunder for a horizontal distance of 200 feet from the center line thereof are included in the Inland Wetland District.~~
- ~~C. All lands designated on the zoning map as having a shallow depth to water table. These lands are the poorly and very poorly drained mineral soils, and very poorly drained soils formed in organic deposits. Poorly drained mineral soils have a water table at or near the~~

surface for at least 7 to 9 months during the year. The water table remains at or close to the surface of very poorly drained mineral and organic soils throughout most of the year.

5.8.3. Applicability

Any proposed use to be located within the limits of the Inland Wetland District as determined by the Building Inspector under Section 3.1 of this Bylaw shall be governed by all regulations of this Section as well as all other applicable provisions of this Bylaw.

5.8.4. Permitted Uses

Municipal use, such as waterworks, pumping stations, and parks, is permitted under this section. Land in the Inland Wetland District may be used for any purpose otherwise permitted in the underlying district except that:

- A. No structure intended for human occupancy or use on a permanent basis having water and sewerage facilities and no other building, wall, dam or structure (except flagpoles, signs, and the like) intended for permanent use shall be erected, constructed, altered, enlarged, or otherwise created or moved for any purpose unless a Special Permit from the Board of Appeals or, in cases subject to Environmental Design Review, a Special Permit from the Arlington Redevelopment Board, is issued. However, a structure existing at the time this Bylaw becomes effective may be reconstructed or repaired after a fire or other casualty, as provided in Section 8.1.8 of this Bylaw.
- B. Dumping, filling, excavating, or transferring of any earth material within the district is prohibited unless a Special Permit from the Board of Appeals or, in cases subject to Environmental Design Review, a Special Permit from the Arlington Redevelopment Board, is issued. However, this paragraph does not prohibit ordinary gardening activities in lawn or garden areas which are used for such purposes at the time this Bylaw became effective.
- C. No ponds or pools shall be created or other changes in watercourses, for swimming, fishing, or other recreational uses, agricultural uses, scenic features, or drainage improvements or any other uses unless a Special Permit from the Board of Appeals or, in cases subject to Environmental Design Review, a Special Permit from the Arlington Redevelopment Board, is issued.

5.8.5. Procedures

Applications for a special permit shall be filed in accordance with the rules and regulations of the Special Permit Granting Authority and G.L. c. 40A, as outlined in Section 3. Such conditions shall include, where applicable, approval by the Board of Appeals, Arlington Redevelopment Board, Conservation Commission, the Massachusetts Department of Environmental Protection, and/or the Massachusetts Department of Transportation under Chapter 131 of the General Laws, acts relating to the protection of the inland wetlands of the Commonwealth.

5.8.6. Development Conditions

- A. For the development of land within the Inland Wetland District, the following conditions shall apply:
 - (1) A minimum of six test borings to a minimum depth of eight (8) feet shall be taken; three of which shall be within the area of the proposed structure and three within 25 feet of the outside walls of the structure, but not closer than 10 feet. A report by a soil scientist or qualified engineer shall accompany the test data.
 - (2) The floor level of areas to be occupied by human beings as living or work space shall be four (4) feet above the seasonal high water table and not subject to periodic flooding.

- ~~(3) If the basement floor level is below the seasonal high water table and affords the possibility of human occupancy at some future date, although not originally intended, adequate perimeter drainage and foundation shall be installed to withstand the effect of pressure and seepage. Furnace and utilities are to be protected from the effects of leaching.~~
- ~~(4) Safe and adequate means of vehicular and pedestrian passage shall be provided in the event of flooding of the lot(s) or adjacent lot(s) caused by either the overspill from water bodies or high runoff.~~
- ~~B. The developer shall show that the proposed development will not endanger health and safety, including safety of gas, electricity, fuel, and other utilities from breaking, leaking, short-circuiting, grounding, igniting or electrocuting; shall not obstruct or divert flood flow; substantially reduce natural floodwater storage capacity; destroy valuable habitat for wildlife; adversely affect groundwater resources or increase storm water run-off velocity so that water levels on other land are substantially raised or the danger from flooding increased.~~

Renumber subsequent Sections as appropriate.

ARTICLE 29:

REDUCED HEIGHT BUFFER

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(Inserted at the request of the Redevelopment Board)

DRAFT AMENDMENT

Amend SECTION 5.3.19, Reduced Height Buffer Area, Subsection A, as follows:

- A. When two different maximum height limits are specified for the same zoning district in any Table of Dimensional and Density Regulations in this Section 5, the lower limit shall apply to any lot or part of a lot located in a height buffer area unless a finding of the Board of Appeals or the Arlington Redevelopment Board, as applicable, determines that the location, based on site-specific factors, or if the Applicant demonstrates to the satisfaction of the Board of Appeals or the Arlington Redevelopment Board, as applicable, that proximity to it is determined as a specific finding of a special permit that the properties in the adjacent R0, R1, R2, or OS district would not be adversely affected due to existing use or topographic condition will not be detrimental based upon criteria established in Section 3.3.3 and Section 3.3.4. A height buffer area is defined as a lot or part of a lot which is located at a lesser distance from any land, not within a public way, in an R0, R1, R2 or OS district than the following:

| Land in R0, R1, R2, OS is located | Lower height shall apply |
|--|--------------------------------------|
| Between northwest and northeast | Within 200 <u>50</u> feet |
| Easterly, between northeast and southeast, or westerly between northwest and southwest | Within 150 <u>35</u> feet |
| Southerly, between southeast and southwest | Within 100 <u>25</u> feet |

ARTICLE 30: SHADED PARKING LOTS

Additions to the Zoning Bylaw shown in underline format. Deletions shown in ~~strikeout format~~.

ARTICLE 30

ZONING BYLAW AMENDMENT / SHADED PARKING LOTS

To see if the Town will vote to amend Section 6.1.11.D of the Zoning Bylaw to require that trees or other shade be provided in parking lots with more than 25 spaces; or take any action related thereto.

(Inserted at the request of Susan Stamps and 10 registered voters)

DRAFT AMENDMENT

Amend SECTION 6.1.11, Parking and Loading Space Standards, Subsection D, as follows:

- D. All parking and loading areas containing over five spaces which are not inside a structure shall also be subject to the following.
- (6) Parking areas providing more than 25 spaces shall include landscaped areas in at least 8% of the total paved portion of the parking area. Minimum required landscaped setbacks and buffers at the perimeter of the parking area shall not be counted toward the landscaping requirement of this paragraph. Individual strips of landscaping shall be at least four feet wide. In addition, pavement shade in such parking lots shall be provided by one or both of the following methods (for shading requirements in Industrial Districts, see 6.1.11.F.):
- a. Install one shade tree for every eight parking spaces; such trees must be spaced so that some part of each parking space is not more than 30 feet from a tree. Tree planting areas shall be at least six feet in diameter, new trees shall be at least three inches DBH (diameter at breast height) at the time of planting and shall be selected from a large shade tree list for parking lots under this section prepared by the Tree Warden or the Tree Committee.
To the extent practicable, existing trees shall be retained and used to satisfy this section. New trees shall be maintained, including watering, by the installer or its designee in accordance with American Standard for Nursery Stock standards for a period of no less than 36 months from the date of planting, or other standards the Redevelopment Board may designate.
 - b. Install solar panels over parking spaces allowing cars to park underneath to increase shade to a minimum of 50% of the parking lot surface.

ARTICLE 31:

ADD 5-7 WINTER STREET TO THE MBTA NEIGHBORHOOD DISTRICT

Additions to the Zoning Bylaw shown in underline format. Deletions shown in ~~strikeout format~~.

ARTICLE 31 ZONING BYLAW AMENDMENT / ADD 5-7 WINTER TO THE MBTA NEIGHBORHOOD DISTRICT

To see if the Town will vote to add the Address of 5-7 Winter St., to the Neighborhood Multi-Family (NMF) Subdistrict Parcel List. So that the Map/Table listing of all the properties in the Neighborhood Multi-Family (NMF) Subdistrict includes the following property, the additional line will read as follows:

| Address | Owner | Existing Use Codes | Existing Use Description | Parcel Acres | Parcel Square Footage |
|----------------|------------------|--------------------|--------------------------|--------------|-----------------------|
| 5-7 Winter St. | AML Realty Trust | 104 | Two Family Residential | 0.420 | 18,306 |

; or take any action related thereto.

(Inserted at the request of John D. Leone and 10 registered voters)

DRAFT AMENDMENT

Amend the MBTA Communities Overlay District Parcel List for the Neighborhood Multi-Family (NMF) Subdistrict as follows:

- Add a row to the Parcel List table to include the property at 5-7 Winter Street;
so that said row reads as follows:

| Address | Owner | Existing Use Codes | Existing Use Description | Parcel Acres | Parcel Square Footage |
|----------------|------------------|--------------------|--------------------------|--------------|-----------------------|
| 5-7 Winter St. | AML Realty Trust | 104 | Two Family Residential | 0.42025 | 18,306 |

ARTICLE 32: TRAFFIC VISIBILITY

Additions to the Zoning Bylaw shown in underline format. Deletions shown in ~~strikeout format~~.

ARTICLE 32

ZONING BYLAW AMENDMENT / TRAFFIC VISIBILITY

To see if the Town will vote to amend Section 5.3.12(A) of the Town's Zoning Bylaws to permit buildings, structures or vegetation across street corners if it can be shown that they will not restrict visibility in such a way as to hinder the safe transit of a vehicle through the subject intersection; or take any action related thereto.

(Inserted at the request of Caitlin Elizabeth Monaghan and 10 registered voters)

DRAFT AMENDMENT

Amend SECTION 5.3.12, Traffic Visibility, Subsection A, as follows:

- A. Across Street Corners. Between the property lines of intersecting streets and a line joining points on the property lines 20 feet distant from their point of intersection or in the case of a rounded corner, the point of intersection of their tangents, no building or structure in any R district may be erected and no vegetation other than shade trees may be maintained between a height of three feet and seven feet above the plane through their curb grades unless it can be shown that the building, structure, or vegetation will not restrict visibility in such a way as to hinder the safe transit of a vehicle through the intersection.

ARTICLE 33:

REAR YARD SETBACKS IN BUSINESS DISTRICTS

Additions to the Zoning Bylaw shown in underline format. Deletions shown in ~~strikeout format~~.

ARTICLE 33 ZONING BYLAW AMENDMENT / REAR YARD SETBACKS IN BUSINESS DISTRICTS

To see if the Town will vote to amend the Zoning Bylaw Section 5.5.2, Dimensional and Density Regulations, to adjust the rear yard setback requirement for uses of four or more stories in the Business Districts; or take any action related thereto.

(Inserted at the request of Andrew S. Greenspon and 10 registered voters)

DRAFT AMENDMENT

Amend SECTION 5.5.2, Dimensional and Density Regulations, Subsection A, as follows:

A. Tables of Dimensional and Density Regulations

B District Yard and Open Space Requirements

| District Use | Minimum Requirement | | |
|--------------|---------------------|-----------------|-----------------|
| | Front Yard (ft.) | Side Yard (ft.) | Rear Yard (ft.) |

...

Note: L is the length of a wall parallel (or within 45 degrees of parallel) to lot line, measured parallel to lot line, subject to the provisions of Section 5.3.15 for buildings of uneven alignment or height. H is the height of that part of the building for which the setback or yard is to be calculated.

* 0 feet when abutting an alley or rear right-of-way of at least 10 feet of width

* 10 feet when abutting a non-residential district

* 20 feet for three or fewer stories when abutting a residential district

*** For buildings of four or more stories: 20 feet for the first three stories and 30 feet for the fourth and higher stories when abutting a residential district**

~~* 30 feet for four and more stories when abutting a residential district~~

* If the rear yard abuts both a residential and non-residential district, the minimum requirement for the residential district shall apply.

ARTICLE 34: RESIDENTIAL USES

Additions to the Zoning Bylaw shown in underline format. Deletions shown in ~~strikeout format~~.

ARTICLE 34

ZONING BYLAW AMENDMENT / RESIDENTIAL USES

To see if the Town will vote to amend Section 5.4 of the Town's Zoning Bylaws by changing the definitions, regulations and requirements of R0 Large Lot Single-Family Districts, R1 Single-Family Districts and R2 Two-Family Districts to permit the expansion of allowable residential uses in these districts, with the goal of diversifying the Town's housing stock; or take any action related thereto.

(Inserted at the request of John Paul Lewicke and 10 registered voters)

DRAFT AMENDMENT

Amend SECTION 5.4.1, Districts and Purposes, Subsection A, as follows:

- A. R0, R1, and R2. The R0, R1, and R2 districts are traditional residential districts. Together, these districts comprise a substantial majority of the residentially zoned land in Arlington.
 - (1) R0: Large Lot ~~Single-Family Residential~~ District. The Large Lot ~~Single-Family Residential~~ District has the lowest residential density of all districts and is generally served by local streets only. The Town discourages intensive land uses, ~~uses that would detract from the single-family residential character of these neighborhoods,~~ and uses that would otherwise interfere with the intent of this Bylaw.
 - (2) R1: ~~Single-Family Residential~~ District. The predominant uses in R1 are single-family, two-family, three-family, and duplex dwellings and public land and buildings. The Town discourages intensive land uses, ~~uses that would detract from the single-family residential character of these neighborhoods,~~ and uses that would otherwise interfere with the intent of this Bylaw.
 - (3) R2: ~~Two-Family Residential~~ District. The predominant use in R2 is a two-family dwelling, three-family dwelling, or duplex. This district is generally served by local streets only and its neighborhoods are largely walkable and well established. It includes areas that are generally within walking distance of the stores and transportation facilities along Massachusetts Avenue and Broadway. The Town discourages uses that consume large amounts of land, uses that would detract from the ~~single-family and two-family or duplex~~ residential character of these neighborhoods, and uses that would otherwise interfere with the intent of this Bylaw.

Amend SECTION 5.4.2, Dimensional and Density Requirements, Subsection A, Tables of Dimensional and Density Regulations, as follows:

- Change the "R District Building Height and Floor Area Ratio Regulations" table; combine the rows relating to R0, R1, and R2 structures such that it includes "Single Family detached dwelling, two-family dwelling, duplex dwelling, three family dwelling" on the first line;

so that said rows read as follows:

| District Use | Maximum Allowed | | |
|---|----------------------|--------------------------|--------------------------------|
| | Maximum Height (ft.) | Maximum height (stories) | Maximum Floor Area Ratio (FAR) |
| R0, R1, <u>R2</u> | | | |
| Single Family detached dwelling, <u>two-family dwelling, duplex dwelling, three-family dwelling</u> | 35 | 2 ½ | ----- |
| Other permitted structure | 35 | 2 ½ | 0.35 |
| R2— | | | |
| Single family detached dwelling, two-family dwelling or duplex dwelling— | 35 | 2 ½ | ----- |
| Other permitted structure | 35 | 2 ½ | 0.35 |

Amend SECTION 5.4.3, Use Regulations for Residential Districts, as follows:

- On line 3 of “Use Regulations for Residential Districts” table, labeled “Two-family dwelling, duplex,” add the letter “Y” under the columns labeled “R0” and “R1”;
- On line 5 of “Use Regulations for Residential Districts” table, labeled “Three-family dwelling,” add the letter “Y” under the columns labeled “R0,” “R1,” and “R2”;

so that said rows read as follows:

| Class of Use | R0 | R1 | R2 | R3 | R4 | R5 | R6 | R7 |
|-----------------------------|----------|----------|----------|----|----|----|----|----|
| Residential | | | | | | | | |
| ... | | | | | | | | |
| Two-family dwelling, duplex | <u>Y</u> | <u>Y</u> | Y | Y | Y | Y | Y | Y |
| ... | | | | | | | | |
| Three-family dwelling | <u>Y</u> | <u>Y</u> | <u>Y</u> | SP | SP | SP | SP | SP |



Town of Arlington, Massachusetts

Site Plan Review Application Draft

Summary:

9:05 pm The Board will discuss the proposed draft Site Plan Review application.

ATTACHMENTS:

| | Type | File Name | Description |
|---|--------------------|--|------------------------------------|
| ▢ | Reference Material | Site_Plan_Review_Application_DRAFT.pdf | Site Plan Review Application DRAFT |



SITE PLAN REVIEW APPLICATION AND PROCESS

This packet includes information about the process by which to apply for Site Plan Review for development or redevelopment projects. It also includes the full Site Plan Review application.

For more information about Site Plan Review and other zoning requirements, refer to the [Arlington Zoning Bylaw and the Rules and Regulations of the Arlington Redevelopment Board \(ARB\)](#). Please pay particular attention to Rule 20, Site Plan Review, in the Rules and Regulations.

For more information about the ARB, see the [ARB's page on the Town website](#). The ARB page also includes links to Guidance Documents, such as design standards and bicycle parking guidelines, that may be applicable to your proposal,

Section references herein refer to sections of the Arlington Zoning Bylaw.

1. Research your property.

Be sure to review commonly referred to sections of the [Zoning Bylaw](#) when preparing your proposal. You will need to understand:

- ARB jurisdiction and criteria for Site Plan Review. Read the definitions of Site Plan Review and As of Right Development in Section 2. Make sure your project is subject to Site Plan Review rather than Special Permit/Environmental Design Review. Note: if your project is in the Multi-family Overlay district, whether it is subject to Site Plan Review is determined by whether you choose to meet the requirements of the Overlay district (for Site Plan Review) or the underlying zoning district. Compare Sections 3.3 and 3.4 to Section 5.9.
- Your zoning district(s): find this using the [Town's interactive GIS zoning map](#).
- Your proposed uses for your property.
 - Residential (R) zoning district uses: see Section 5.4.3
 - Multi-family Housing Overlay district uses; see Section 5.9
 - Business (B) zoning district uses: see Section 5.5.3
 - Other (I, MU, OS, T, and PUD) zoning district uses: see Section 5.6.3
- Relevant zoning requirements
 - Residential (R) district dimensional and density regulations: Section 5.4.2.
 - Business (B) district dimensional and density regulations: Section 5.5.2. Properties in the B districts are also subject to Section 5.5.2(B), Development Standards for Business Districts, and Section 6.3, Public Shade Trees.
 - Multi-family Housing Overlay district dimensions and density regulations: Section 5.9.4. Note: some of the dimension and density regulations may be in the underlying district unless modified by Section 5.9.4.
 - Other (I, MU, OS, T, and PUD) dimensional and density regulations: Section 5.6.2. Properties in the Industrial (I) District are also subject to the development standards described in subsections 1 through 7 of Section 5.6.2(D).
 - For all zoning districts, review the following:

- Section 6.1. Off-Street Parking (includes vehicular and bicycle parking requirements)
- Section 6.2, Signs
- Section 6.4, Solar Energy Systems
- Section 8.2, Affordable Housing Requirements

2. Schedule a Site Plan Review Pre-Application Meeting.

For projects requiring Site Plan Review, a Pre-Application Meeting with staff of the Arlington Department of Planning and Community Development (DPCD) is mandatory for all projects of more than four units before you file your application and optional (but recommended) for all projects of four or fewer units.

The Pre-Application Meeting shall be scheduled through DPCD. You may call or email Claire Ricker, Department Director, at 781-316-3092 or cricker@town.arlington.ma.us to schedule the meeting to take place before you file. We will schedule a Zoom or in-person meeting to discuss elements of your application.

Please review Section 20 of the Rules and Regulations of the ARB for information on the purpose of the Pre-Application Meeting and what will be required of you at the meeting.

3. Talk to your neighbors.

Neighborhood outreach is strongly recommended for new developments and redevelopment projects. When you talk to your neighbors, you'll be able to receive comments and resolve conflicts before the ARB hearing. DPCD can describe how to request a list of abutters to your property. Depending on the scale of the proposal, neighborhood outreach before or during the public hearing process could include:

- Meetings with established neighborhood groups
- An open house
- Information on a developer or landowner website
- Distributing information through e-mail, mailings, flyers and on-site postings
- Informal conversations with interested parties

4. File your application.

Make sure to provide all required materials with your application. If a Pre-Application Meeting is required, you cannot file the application until after the meeting. **A hearing on your application cannot be scheduled without a complete application.** While digital applications are accepted, the application is not considered complete until DPCD receives the application fee. Fee calculations are provided in [Rule 12 of the ARB Rules and Regulations](#).

5. DPCD reviews your application.

We will review your application before scheduling a hearing. **Your hearing will not be scheduled until DPCD has received all required elements of your application.** We may contact you with questions, ask for more information, or recommended changes for clarity. For larger projects, DPCD may also schedule a meeting of the Town's Development Review Team to ensure that feedback from other departments is incorporated into the public hearing process.

6. DPCD schedules and issues public notices about your public hearing.

After reviewing your application for completeness, we will schedule a public hearing with the ARB. A notice of the public hearing is published in the *Advocate and Star* (Arlington's local newspaper) for two weeks prior to the scheduled opening of the public hearing. We notify property owners within a 300-foot radius of the subject property with a post card. We also post all hearing notices with application materials to the ARB's website at www.arlingtonma.gov/arb.

Anyone interested can submit a letter or email to DPCD for the ARB's consideration or can attend and speak during the public comment period at the public hearing.

7. Present your proposal to the ARB.

Each public hearing is assigned an approximate start time, and includes the following elements:

1. DPCD staff introduce and explain the request and the staff memo to the ARB.
2. You will be invited to present information about your proposal. Presentation materials outside of what is included in your application must be provided to DPCD four (4) days before the public hearing so that they can be uploaded to the ARB agenda.
3. ARB members may ask clarifying questions.
4. The ARB Chair will open the public comment period. Attendees will have up to three minutes each to speak about your application. After attendees have spoken, the ARB chair will close the public comment period.
5. The ARB will deliberate on the request in open session, and may ask you direct questions based on your presentation and public comment.
6. The ARB may approve, approve with conditions, or deny the application. If additional changes are requested, the ARB may continue to the hearing to a date certain, or may grant DPCD staff the ability to approve them administratively in their decision.

8. DPCD will follow up.

If the ARB approves your application (with or without conditions), they will finalize and sign a decision, which DPCD staff file with the Town Clerk. Once filed, DPCD will send you a copy of the decision, notifies parties of interest of the decision via postcard, updates the ARB website with the decision, and the 20 day appeal period begins. If there is no appeal, you will be notified at the end of the appeal period and the decision, certified by the Town Clerk, will be mailed to you.

If your hearing is continued to a future ARB meeting, DPCD staff will contact you with the ARB's list of requested changes and additional information. Any updated materials must be submitted to staff seven (7) days in advance of the continued hearing date.

REQUIRED SUBMITTALS CHECKLIST

One electronic copy of your application is required; print materials may be requested. Review the ARB's Rules and Regulations, which can be found at www.arlingtonma.gov/arb, for the full list of required submittals.

_____ Application Cover Sheet (project and property information, applicant information)

_____ Dimensional and Parking Information Form (see attached)

_____ Impact statement

Statement should respond to Environmental Design Review (Section 3.4) criteria on pages 6-8 of this packet); include:

- LEED checklist and sustainable building narrative as described in criteria L.
- Summary of neighborhood outreach, if held or planned.

_____ Drawing and photographs of existing conditions

- Identify boundaries of the development parcel and illustrate the existing conditions on that parcel, adjacent streets, and lots abutting or directly facing the development parcel across streets.
- Photographs showing conditions on the development parcel at the time of application and showing structures on abutting lots.

_____ Site plan of proposal. Must include:

- Zoning boundaries, if any, and parcel boundaries;
- Setbacks from property lines;
- Site access/egress points;
- Circulation routes for pedestrians, bicyclists, passenger vehicles, and service/delivery vehicles;
- New buildings and existing buildings to remain on the development parcel, clearly showing points of entry/exit;
- Other major site features within the parcel or along its perimeter, including but not limited to trees, fences, retaining walls, landscaped screens, utility boxes, and light fixtures;
- Spot grades or site topography and finish floor level;
- Open space provided on the site;
- Any existing or proposed easements or rights of way;
- Any wetlands or wetland resource areas.

_____ Drawings of proposed structure

- Schematic drawings of each interior floor of each proposed building, including basements.
- Schematic drawings of the roof surface(s), identifying roof materials, mechanical equipment, screening devices, green roofs, solar arrays, usable outdoor terraces, and parapets.
- Elevations of each exterior façade of each building, identifying floor levels, materials, colors, and appurtenances such as mechanical vents and light fixtures.
- Drawings from one or more prominent public vantage point illustrating how the proposed project will appear within the context of its surroundings.
- Graphic information showing façade materials and color samples.
- Include lighting plan and fixtures if not provided on site or landscaping plan.

_____ Vehicle, Bicycle, and Service Vehicle Plans

- Parking and loading plans, including all vehicle and bicycle parking facilities located on the parcel or within a structure, showing dimensions of spaces, driveways, access aisles, and access/egress points. Include line-of-sight and turning radius along with length and type of delivery truck.
- If you are requesting a reduction in the amount of required parking, include a Transportation Demand Management Plan per Section 6.1.5.
- Plans of all bicycle parking facilities located on the lot and within any structure, including dimensions of spaces and access routes and types of bicycle racks.

Sustainable Building and Site Design Elements

- A solar energy systems assessment per Section 6.4, which must include:
 - An analysis for solar energy system(s) for the site detailing layout and annual production;
 - The maximum feasible solar zone area of all structures; and,
 - Drawings showing the solar energy system you propose, with a narrative describing the system, the reasons the system was chosen, and how the system meets the requirements of Section 6.4; or
 - A detailed explanation of why the project meets an exemption of Section 6.4.2.
- LEED checklist and narrative per EDR criterion L.

Proposed landscaping (*may be incorporated into site plan*)

Schematic drawing(s) illustrating and clearly labels all landscape features, including hardscape materials, permeable areas, plant species, and light fixtures.

Residential and commercial units

Describe the number, locations, and sizes of residential units, and of affordable units if any. Describe the number, locations, and sizes of commercial units, if any. Indicate if rental or ownership.

Plans for sign permits, if signage is an element of development proposal

Stormwater management plan

(for stormwater management during construction for projects with new construction)

SketchUp Compatible Model, if required

Application fee

(See [Rule 12 of the ARB Rules and Regulations](#) for how to calculate the fee)

FOR OFFICE USE ONLY

____ Site Plan Approved

____ Received evidence of filing with Registry of Deeds

____ Notified Building Inspector of Site Plan Review filing

Docket #: _____

Date: _____

Date: _____

Date: _____

COVER SHEET

Application for Site Plan Review

PROPERTY AND PROJECT INFORMATION

1. Property Address _____
Assessors Block Plan, Block, Lot No. _____ Zoning District _____
2. Deed recorded in the Registry of deeds, Book _____, Page _____
or- registered in Land Registration Office, Cert. No. _____, in Book _____, Page _____.
3. Present Use of Property (include # of dwelling units, if any)

4. Proposed Use of Property (include # of dwelling units, if any)

APPLICANT INFORMATION

1. **Applicant:** Identify the person or organization requesting the Site Plan Review:

Name of Applicant(s) _____
Organization _____
Address _____
Street City, State, Zip
Phone _____ Email _____
2. **Applicant Interest:** the applicant must have a legal interest in the subject property:

☐ Property owner ☐ Purchaser by land contract

☐ Purchaser by option or purchase agreement ☐ Lessee/tenant
3. **Property Owner** ☐ Check here if applicant is also the property owner

Identify the person or organization that owns the subject property:

Name _____ Title _____
Organization _____ Phone _____
Address _____
Street City, State, Zip
Phone _____ Email _____

4. **Representative:** Identify any person representing the property owner or applicant in this matter:

Name

Title

Organization

Phone

Address

Street

City, State, Zip

Phone

Email

5. Site Plan Review applied for in accordance with the following Zoning Bylaw section(s)

section(s)

title(s)

6. List any waivers or bonuses being requested and the Zoning Bylaw section(s) which refer to the minimum or maximum requirements from which you are seeking relief.

section(s)

title(s)

7. Please attach a statement that describes your project and provide any additional information that may aid the ARB in understanding the approval you request. Include any reasons that you feel you should be granted the requested approval.

(In the statement below, check the options that apply)

The applicant states that _____ is the owner ☐ or occupant ☐ or purchaser under agreement ☐ of the property in Arlington located at _____ which is the subject of this application; and that unfavorable action ☐ or no unfavorable action ☐ has been taken by the Zoning Board of Appeals on a similar application regarding this property within the last two years. The applicant expressly agrees to comply with any and all conditions and qualifications imposed upon this permission, either by the Zoning Bylaw or by the Redevelopment Board, should the site plan be approved.

Signature of Applicant(s):

Address

Phone

DIMENSIONAL AND PARKING INFORMATION

Property Location: _____

Zoning District: _____

Applicant: _____

Address: _____

Present Use/Occupancy: No. of Dwelling Units and sizes:

Uses and their gross square feet:

Proposed Use/Occupancy: No. of Dwelling Units and sizes:

Uses and their gross square feet:

| | Present Conditions | Proposed Conditions | Min. or Max. Req'd by Zoning for Proposed Use |
|--|-----------------------|------------------------|--|
| Lot Size | | | min. |
| Frontage | | | min. |
| Floor Area Ratio ¹ | | | max. |
| Lot Coverage (%), where applicable | | | max. |
| Lot Area per Dwelling Unit (sf) | | | min. |
| Front Yard Depth (feet) | | | min. |
| Side Yard Width (feet) right side | | | min. |
| left side | | | min. |
| Rear Yard Depth (feet) | | | min. |
| Height stories | | | stories ² |
| feet | | | Feet |
| Open Space (% of G.F.A. or lot size) ³ | | | min. |
| Landscaped (sf) | | | (sf) |
| Usable (sf) | | | (sf) |
| Parking Spaces (#) ⁴ | | | min. |
| Parking Area Setbacks (feet) <i>(where applicable)</i> | | | min. |
| Loading Spaces (#) | | | min. |
| Bicycle Parking ⁵ short term | | | min. |
| long term | | | min. |

¹ FAR is based on Gross Floor Area. See Section 5.3.22 for how to calculate Gross Floor Area. On a separate page, provide the calculations you used to determine FAR, including the calculations for Gross Floor Area.

² Where two heights are noted in the dimensional tables, refer to Section 5.3.19, Reduced Height Buffer Area to determine the applicable height or the conditions under which the Board may provide relief.

³ Per Section 5.3.22(C), district dimensional requirements are calculated based on GFA or lot size, depending on the zoning district. On a separate page, show how you determined the open space area amounts.

⁴ See Section 6.1, Off-Street Parking and Section 5.9.4.F. If requesting a parking reduction, refer to Section 6.1.5.

⁵ See Section 6.1.12, Bicycle Parking, or refer to the [Bicycle Parking Guidelines](#).

IMPACT STATEMENT REQUIREMENTS

Projects subject to Site Plan Review are subject to the following Environmental Design Review Criteria. See Section 3.4 of the Zoning Bylaw. Please submit an impact statement that describes your proposal and addresses each of the following criteria.

ENVIRONMENTAL DESIGN REVIEW CRITERIA

- A. **Preservation of Landscape.** The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, and any grade changes shall be in keeping with the general appearance of neighboring developed areas.
- B. **Relation of Buildings to Environment.** Proposed development shall be related harmoniously to the terrain and to the use, scale, and architecture of existing buildings in the vicinity that have functional or visual relationship to the proposed buildings. The Arlington Redevelopment Board may require a modification in massing to reduce the effect of shadows on abutting property in an R0, R1 or R2 district or on public open space.
- C. **Open Space.** All open space (landscaped and usable) shall be so designed as to add to the visual amenities of the vicinity by maximizing its visibility for persons passing the site or overlooking it from nearby properties. The location and configuration of usable open space shall be so designed as to encourage social interaction, maximize its utility, and facilitate maintenance.
- D. **Circulation.** With respect to vehicular, pedestrian and bicycle circulation, including entrances, ramps, walkways, drives, and parking, special attention shall be given to location and number of access points to the public streets (especially in relation to existing traffic controls and mass transit facilities), width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic, access to community facilities, and arrangement of vehicle parking and bicycle parking areas, including bicycle parking spaces required by Section 8.13 that are safe and convenient and, insofar as practicable, do not detract from the use and enjoyment of proposed buildings and structures and the neighboring properties.
- E. **Surface Water Drainage.** Special attention shall be given to proper site surface drainage so that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Available Best Management Practices for the site should be employed, and include site planning to minimize impervious surface and reduce clearing and re-grading. Best Management Practices may include erosion control and storm water treatment by means of swales, filters, plantings, roof gardens, native vegetation, and leaching catch basins. Storm water should be treated at least minimally on the development site; that which cannot be handled on site shall be removed from all roofs, canopies, paved and pooling areas and carried away in an underground drainage system. Surface water in all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic, and will not create puddles in the paved areas.

In accordance with Section 3.3.4, the Board may require from any applicant, after consultation with the Director of Public Works, security satisfactory to the Board to insure the maintenance of all **storm water facilities** such as catch basins, leaching catch basins, detention basins, swales, etc. within the site. The Board may use funds provided by such security to conduct maintenance that the applicant fails to do. The Board may adjust in its sole discretion the amount and type of financial security such that it is satisfied that the amount is sufficient to provide for the future maintenance needs.

- F. **Utility Service.** Electric, telephone, cable TV and other such lines and equipment shall be underground. The proposed method of sanitary sewage disposal and solid waste disposal from all buildings shall be indicated.
- G. **Advertising Features.** The size, location, design, color, texture, lighting and materials of all permanent signs and outdoor advertising structures or features shall not detract from the use and enjoyment of proposed buildings and

structures and the surrounding properties. Advertising features are subject to the provisions of Section 6.2 of the Zoning Bylaw.

- H. **Special Features.** Exposed storage areas, exposed machinery installations, service areas, truck loading areas, utility buildings and structures, and similar accessory areas and structures shall be subject to such setbacks, screen plantings or other screening methods as shall reasonably be required to prevent their being incongruous with the existing or contemplated environment and the surrounding properties.
- I. **Safety.** With respect to personal safety, all open and enclosed spaces shall be designed to facilitate building evacuation and maximize accessibility by fire, police, and other emergency personnel and equipment. Insofar as practicable, all exterior spaces and interior public and semi-public spaces shall be so designed as to minimize the fear and probability of personal harm or injury by increasing the potential surveillance by neighboring residents and passersby of any accident or attempted criminal act.
- J. **Heritage.** With respect to Arlington's heritage, removal or disruption of historic, traditional or significant uses, structures, or architectural elements shall be minimized insofar as practicable, whether these exist on the site or on adjacent properties.
- K. **Microclimate.** With respect to the localized climatic characteristics of a given area, any development which proposes new structures, new hard-surface ground coverage, or the installation of machinery which emits heat, vapor, or fumes, shall endeavor to minimize, insofar as practicable, any adverse impact on light, air, and water resources, or on noise and temperature levels of the immediate environment.
- L. **Sustainable Building and Site Design.** Projects are encouraged to incorporate best practices related to sustainable sites, water efficiency, energy and atmosphere, materials and resources, and indoor environmental quality. Applicants must submit a current Green Building Council Leadership in Energy and Environmental Design (LEED) checklist, appropriate to the type of development, annotated with narrative description that indicates how the LEED performance objectives will be incorporated into the project. (LEED checklists can be found at <http://www.usgbc.org/DisplayPage.aspx?CMSPageID=220b>.)